

Top Ten Helpful Hints for November

1. When filing a pleading or a proposed order, make sure the **signature block** does not end up on a separate page by itself.
2. Please remember to include your phone number and BNH number in your **signature block**.
3. Remember to file a **proposed order** with every motion with the exception of a Motion for Relief. Do not use the word “proposed” in the caption of the order. The proposed order should be a separate attachment or filing and NOT part of the moving pleading.
4. Remember to call the appropriate calendar clerk in advance of **filing a pleading** that needs a hearing.
5. **Certificates of service** may refer to “all parties being served electronically” and in addition should state specifically the names and addresses of parties being served by first class mail.
6. Do not “pre-date” **proposed orders** with the day or month. Leave a blank line at the left margin on the same line as the Judge’s signature block as follows:

Date: _____

By: _____

(Name of Judge)
(Chief Judge) or
(Bankruptcy Judge)

7. Call the appropriate Calendar Clerk in advance for a new date anytime you anticipate filing a **motion to continue**. State in your motion whether or not opposing counsel (or party) consents to the motion to continue and if they consent to the continued hearing date. Put the new date in the proposed order filed with the motion to continue.
8. Take note of the Court’s **new fee schedule**, which became effective October 17, 2005. It is listed on our web site at www.nhb.uscourts.gov.
9. When making a **credit card payment**, do not click the “submit payment” button more than once as you will be charged for your transactions more than once. The Federal Courts have a “no refund” policy at this time.
10. Please note that no motion is required to make a **telephonic court appearance**. Refer to Administrative Order 9071-1 and this Court’s Web Site for telephonic hearing.